



Broomfield and Kingswood Parish Council

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Minutes of the Meeting of the Parish Council

Minutes of the Parish Council Meeting held at
Broomfield and Kingswood Village Hall, Kingswood ME17 3PX on Monday 16 June 2025

Present at meeting: Cllr Tina Clark (Chairman), Cllr Gareth Davies (Vice Chairman), Cllr Chris Pink, Cllr Linda Blainey, Cllr Malcolm Clark and Cllr Daren Moss

Hayley Roberts - Parish Clerk/RFO

Cllr Sarah Emberson

There were three members of the public present.

There were no declarations of intent to record the meeting by Councillors or members of the public.

Cllr Clark opened the meeting at 7:30pm

Min No	Item	Action
383.	To receive and approve apologies for absence Cllr Robert Mercer – personnel commitments	
384. 384.1 384.2 384.3	Councillors Declarations of interest in items on the agenda Lobbying – None Personal Interest – None Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) - None	
385.	Welcome by the Parish Council Chairman, Cllr Tina Clark	
386. 386.1 386.2	Election of Vice Chairman (2025/26) To receive and consider nominations for Vice Chairman Cllr Moss proposed Gareth Davies be elected as Vice Chairman and this was seconded by Cllr Clark and agreed unanimously. Cllr Davies accepted the nomination. Elected Vice Chairman to sign Declaration of Acceptance of Office Cllr Davies signed the Declaration of Acceptance of Office.	
387. 387.1 387.2	Reports from Representatives of Outside Bodies Maidstone Borough Council – Ward Councillor – Cllr Gill Fort – apologies received. Kent County Council – County Councillor – Cllr Sarah Emberson Reform are working hard at KCC and The Doge are in place examining contracts etc in order to try and make some savings. I have been appointed to the Pension Fund Committee, Kent Flood Risk and Water Management Committee and Policy and Resources Cabinet Committee. I will be able to provide further updates next time once Reform have become more established.	
388.	To approve the minutes of the meeting of Broomfield & Kingswood Parish Council Minutes of Parish Council Meeting held on 19th May 2025 The above minutes were approved as a true copy and duly signed by Cllr Clark.	
389. 389.1	Planning Applications Application Ref: 25/502053/LBC Proposal: Listed Building Consent for internal and external alterations including enlargement of roof space, insertion of solar panels, replacement windows and doors and changes to fenestration to allow for the conversion of an existing outbuilding into residential annexe (ancillary to the main dwelling) and siting of two mobile homes as temporary accommodation. Address: The Old Forge Ashford Road Broomfield Kent ME17 1PZ After due consideration Cllrs had no objections to this application. Signed _____	

389.2	Application Ref: 25/502052/FULL Proposal: Conversion of an existing outbuilding into residential annexe (ancillary to the main dwelling) and siting of two mobile homes as temporary accommodation. Address: The Old Forge Ashford Road Broomfield Kent ME17 1PZ After due consideration Cllrs had no objections to this application.	
389.3	Application Ref: 25/502137/FULL Proposal: Demolition of existing conservatory, porch and garage. Erection of porch, single-storey side extension, changes to fenestration and associated landscaping. Address: 1 The Waldens Kingswood Kent ME17 3QG After due consideration Cllrs decided not to comment on this application.	
389.4	Application Ref: 25/502059/FULL Proposal: Extension of existing dropped kerb. Address: Tarn Hows 5 Charlesford Avenue Kingswood Kent ME17 3PE After due consideration Cllrs had no objections to this application.	
390.	Planning Outcomes (for report only) Two applications have changed since the last PC meet:	
390.1	Application Ref: 25/501324/TPOA Address: 1 Kingsbroom Court Kingswood Kent ME17 3ST Proposal: TPO application to carry out various works to multiple trees - please see application form for details of works Decision: TPOA SPLIT LESSER/ APPROVED 13.05.25	
390.2	Application Ref: 25/501720/TPOA Address: 7 Thorneycroft Close Kingswood Kent ME17 3BF Proposal: TPO application to repollard one Sweet Chestnut (T1) on rear boundary - Current dimensions Height 15m Radius 3m, Final dimensions Height 9m, Radius 0m. Cut back to boundary one Sweet Chestnut (T2) overhanging from neighbouring property, reducing overhanging SW crown from 7m to 3m. Decision: Application Permitted 10.06.25	
391.	Actions & Outcomes (for report only)	
391.1	- Additional camera, security bolts and taking down of old CCTV cameras and pole has been completed.	
391.2	- Two professional outdoor signs at the Sports Field for use in the play area and Scout Hut area are being installed later this month by Maidstone Borough Council in relation to smoke free areas.	
391.3	- Pirate ship to be removed and Merry Meet to be installed week commencing 23 rd June.	
392.	Finances and Payment of Accounts	
392.1	Bank reconciliation May 2025 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Clark and RFO.	
392.2	Responsible Finance Officer's report May 2025 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Pink and Cllr Clarke.	
392.3	To approve the schedule of payments for June 2025 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Clark and Cllr Moss.	
392.4	To ratify payments already made in May 2025 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Pink and Cllr Clarke.	
392.5	Reconciliation of invoices against cheques and ledger for May 2025 Councillors reconciled the invoices against the ledger, Cllr Pink initialled the invoices and ledger accordingly.	
392.6	To consider the year end performance against the 2024/25 budget Cllrs considered the budget performance for 2025/26 so far.	
392.7	To agree charity for Pop Up Café donations for 2025/2026 as per votes of attendees of Pop Up Café Vote taken by attendees at the Pop Up Café and the Air Ambulance have been selected for the second year running. Cllrs ratified this decision so that payment of donations received can be made.	Clerk

Signed

393.	Sports Field	
393.1	Review of the month's Sports Field Inspection Sheets There is another broken bollard at the sports field, Cllrs discussed and Clerk to obtain a quotation for repair.	Clerk
393.2	To review annual tree survey report and resolve whether to proceed with remedial work Cllrs reviewed survey and resolved to proceed with remedial work. Cllrs also resolved to ask that the roots of the bush on the car park be removed at the same time. Clerk to arrange.	Clerk
393.3	To discuss and resolve whether to accept quotation for permissive footpath maintenance Cllrs discussed and resolved to proceed with the quotation. Clerk to arrange.	Clerk
394.	Policing	
394.1	Crime Figures On Sunday 25th of May between 09:00 and 20:30 in Gravelly Bottom Road. Somebody stole a blue BMW 320D, YK15***, from a driveway. Crime Report No. 46/88231/25 - Posted 27/05/2025	
394.2	On Thursday 5th of June between 21:25 and 21:45 in Chartway Street. Two young males stole a large quantity of golf balls from a golf club. Crime Report No. 46/95693/25 - Posted 09/06/2025	
394.3	Cllr Davies added that an incident occurred between three cars and two horses on Broomfield Road. The cars approached at speed and nearly hit the horses and the riders. This incident is being reported to the Police.	
395.	Staff Committee	
395.1	Staff Committee Report Cllr Davies to meet with Staff Committee and Clerk and then submit a report at a future meeting. Cllrs resolved this was acceptable.	Cllr Davies
395.2	To agree committee terms of reference and scheme of delegation Circulated prior to the meeting and agreed, signed and adopted.	
396.	To receive an update on the Joint Village Hall Project Clerk has looked into possible grants for the project and this information will be forwarded onto the VH Committee for discussion.	Clerk
397.	To consider the placement of benches around the Parish Quotations for benches received however the location of where a bench could be placed needs to be looked into further due to ownership of land. Clerk to continue to look into.	Clerk
398.	To review existing Highways Improvement Plan and resolve what it should include for the year 2025-26. Cllrs discussed the HIP for this year and agreed that there were a number of issues that would need to be added including; refreshing of roundels, cleaning of signs, cutting back of hedges, pothole repairs and pavements. Cllr Emberson advised that she has been in contact with the HIP team and will be reviewing each Parishes HIPs shortly. Clerk to work with Cllr Emberson and HIP team to arrange a review.	Clerk
399.	Residents' concerns	
399.1	Advertising boards around the Parish – there has been an increase in these around the Parish. Any advertising boards that should not be located around the Parish can be reported to KCC using the following link https://www.kent.gov.uk/roads-and-travel/report-or-track-a-problem-on-the-road-or-pavement	
399.2	Dogs at the Sports Field – another incident with a dog has occurred and has been reported to the police. Incidents are being monitored by the Parish Council. Please do be responsible dog owners, Cllrs would hate to have to ban dogs from the Sports Field.	
399.3	Waste service and the returning of bins – a report has been made that the waste contractors are causing obstructions when returning empty bins. Cllrs discussed and agreed that they will monitor the situation and contact Cllr Gill Fort regarding any issues.	
399.4	Trees – Cllrs have received reports of the unlawful cutting and/or removal of trees in the Parish. Any reports will be forwarded onto Maidstone Borough Council for review and action where necessary. Can Cllrs remind residents to check with MBC regarding any tree work which might require permission.	
	Signed _____	

<p>400. 400.1 400.2</p>	<p>Any other information KALC Minutes – circulated prior to the meeting for review. Summer Fete – Cllr Clark raised the possibility of holding a Summer Fete potentially in September again. Cllrs agreed that it might be nice to hold such an event, Clerk and Cllr Clark to discuss further.</p>	
<p>379.</p>	<p>Items for next agenda</p>	
<p>380.</p>	<p>To agree the public’s exclusion from the confidential part of the meeting. That in view of the confidential nature of the business about to be transacted it was resolved under the provisions of Public Bodies admissions to meetings Act 1960 s.1 that the press and public be temporarily excluded, and they are instructed to withdraw.</p>	
<p>381.</p>	<p>To discuss matters in relation to proposed meeting with Kent Police Cllrs discussed and resolved a way forward.</p>	
<p>382.</p>	<p>Parish Council Meeting</p> <p>The next meeting of the Parish Council is scheduled for Monday 21st July 2025. The meeting will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX from 7.30pm.</p> <p>Cllr Clark closed the meeting at 9.01pm.</p> <p style="text-align: right;">Signed _____</p>	